

Tabor Internship FAQs

Who needs an internship for credit?

All Tabor majors are required to take 3 credits of an internship course (except Organizational Leadership).

What type of internship should I get?

Choose an internship that provides experience in your field of study.

Minimum Requirement	
3 credits	120 work hours
Can be split into 1, 2, or 3 credits. 1 credit = 40 work hours	
3 credit internships in fall or spring terms involve approximately 8-10 hours of work time per week.	

Can I be paid during my internship?

Compensation is arranged between you and the internship site.

Practice your negotiation skills when discussing pay.

Some internships are unpaid but provide valuable experience.

Do I find my own internship?

The Tabor Internship Coordinator can provide guidance on internship sites that may be a good fit, but does not provide placement services.

Students are expected to apply, interview, and secure the internship on their own.

Where do I start?

Email the Tabor Internship Coordinator to inform them of your major and what semester you would like to complete your internship for credit. They will keep you updated on opportunities to pursue.

Other ways to find opportunities:

- Local organizations: Chamber of Commerce, banks, insurance agencies, churches, non-profit organizations
- Contact companies directly via phone or website
- Handshake (through Millikin's Career Services)

Schedule a meeting with the Tabor Internship Coordinator



or email

taborinternships@millikin.edu

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When should I...

...start thinking about an internship?

You may complete an internship for credit once you have finished the prerequisite course(s) for your major. (Refer to page 2 of the Internship Contract Form.)

Most students complete internships during their junior or senior year.

Common feedback from recent students: **"I wish I had completed the internship sooner."**

...complete my internship?

Internships can be completed in Fall, Spring, Winter Immersion, or Summer Immersion.

Tips:

- Choose the semester that gives you the most flexibility.
- Avoid overloading your course schedule with an internship.
- Registering for an internship during an immersion term may have financial implications. Please contact Student Financial Services with questions or concerns.

...begin applying for internships?

Many internship sites begin recruiting 3-6 months before the internship begins. Some top recruiting sites recruit a year or more in advance.

- **ADM** recruits in July/August for the following summer.
- **State Farm** recruits in September/October for the following summer.
- **Accounting firms** recruit in early fall for the following summer.

...register for the internship course?

You may begin the process as soon as you have secured an internship and registration is open for the following term. The final deadline for registration is noon on the Friday before the term begins. However, we **strongly recommend** registering at least one month prior to ensure your enrollment and allow adequate time for course preparation.

Steps to Register:

1. Complete the Tabor Internship Contract (on the Tabor website).
2. Create 3 personal learning goals for your internship.
3. Turn in the Contract, learning goals, and the job description for your internship to the Tabor Internship Coordinator.

Tabor Internship Coordinator

taborinternships@millikin.edu